

# Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772 • 301-627-6905

## Work Session Minutes

Tuesday, October 22, 2019 - 7:00 p.m.

Approved

*At 6:33 p.m., prior to the Board Work Session, President Leonard administered the Oath of Office to the Town's newest Police Officer, Katherine de Barros. A Qualification For Police Officer form was completed.*

### Call to Order

- Meeting was brought to order at 7:00 p.m.
- Roll Call – President Wanda Leonard; Commissioner Linda Pennoyer; Commissioner Kai Bernal-LeClaire (conference-call connection starting at 7:03 p.m.); Town Clerk M. David Williams, Chief of Police David Burse; and Chief of Staff Kyle Snyder.
- Pledge of Allegiance

### Business

President Leonard acknowledged a new format for Board Work Session agendas, to help enable a more "Roundtable" style of discussion that Board members can engage in more freely.

Board of Supervisors of Elections Appointment: Clerk Williams reported that all three current BoSE members have indicated they desire to continue on their roles for the next 2019-2021 term of office. The President directed the BoSE be scheduled for their Oath of Office ceremony at the November 12, 2019 Regular Town Meeting.

Board Compensation: In light of the upcoming Town General Election, a memo from CoS Snyder was submitted to the Board, indicating process timelines for possible Board Salary increases. After Board discussion, it was noted that the ordinance to be introduced at the November Town Meeting would not go into effect until after the Town Election and the start of the new fiscal year.

Ballot Questions: CoS Snyder presented an overview, and Legal Counsel advise, on the next steps in bringing non-binding Ballot Question(s) to the next Town Election. Three issues discussed by the Board at open meetings over the past year included: 1.) Changing the form of our local government (5-member Board vs 3-members); 2.) Moving the Town Election date; and, 3.) Allowing the title "Mayor" to be interchangeable in unofficial communications. With all Board members in agreement, the President asked for an enabling ordinance to be drafted.

Community Playground Proposal Review: CoS Snyder reviewed a second proposal from Sparks at Play to utilize a \$200K State grant for a Community Playground adjacent to the Board of Education. After discussion, the Board agreed a RFP should be published for at least 15 days.

#### General Board & Administrative Staff items:

- A draft Town Vehicle Use Policy was presented for review by the Board before being sent for legal review. The President asked for comments by November 1, 2019.
- CoS Snyder delivered updates on grant programs the Town has been working with, or, wants to participate in for the future.
- Staff presented a Town Project Tracking spreadsheet enabling easier access to the information by the Board and Staff.

- Clerk Williams presented a 2020 Town Election Calendar for Board review. It was noted that Legal Counsel has determined a petition signed by 10 qualified Town residents would be required by all candidates seeking to have their names printed on the ballot.
- Commissioner & Staff Reports: Commissioner Pennoyer inquired about the Town's current status/compliance with Small Cell legislation. CoS Snyder will contact Legal Counsel and Consultants for any updates.

Verizon has contacted the Town concerning the renewal of its Franchise Agreement for April 2022. Legal Counsel will be contacted to start the process.

### **Adjournment**

President Leonard adjourned the meeting at 7:58 p.m.

Respectfully submitted,



M. David Williams  
Town Clerk/Administrator

